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| Title: | Outpatient/Emergency Room Staff Nurse |
| Location: | Dillingham |
| Department: | Outpatient/ER |
| Pay Range: | PP |
| Description: | <p>Coordinates total nursing care for patients and participates in patient/family teaching. Provides leadership by working cooperatively with nursing staff and other patient team personnel to maintain standards of professional nursing practice in the clinical setting. Through patient interview, review of patient charts and records, helps assure that preventive care is provided and taught, appropriate follow-up is initiated and complied with, and continuity of care for patients and their conditions is achieved through the best use of resources available. The registered nurse is responsible for providing competent and appropriate Outpatient/ER services when and where assigned. May be a member of the Medevac Transport Team. The patient population ranges in ages from newborn to geriatric.</p> |
| Qualifications: | <ol style="list-style-type: none"> 1. A registered nurse with a current Alaska State License. 2. Must be able to maintain a professional standard of ethics at all times and observe confidentiality regulations established by BBAHC. 3. A minimum of two years experience unless newly graduated and able to attend an Internship program at ANMC. 4. Knowledge of native culture preferred and cultural sensitivity. 5. Ability to initiate, coordinate and complete quality monitoring forms and submit reports to appropriate person. 6. Must demonstrate knowledge of the principles of growth and development over the life span (pediatrics to geriatrics) and possess the ability to access the data reflective of the patient's status and interpret the appropriate information needed to identify each patient/family requirement relative to his/her age specific needs and to provide the care necessary. 7. Be able to travel to villages as necessary. 8. Must be able to demonstrate good oral and written communication skills. Current CPR certification required. Current ACLS certification preferred. |
| Essential Functions: | <ol style="list-style-type: none"> 1. Management of Outpatient/ER Services. 2. Responsible for providing a positive public image 3. Demonstrate awareness of cultural differences. 4. Acts as charge nurse as assigned. Assigns nursing care to team members in accordance with the Unit's needs and the personnel's capabilities and qualifications and assigns other duties as needed. 5. Participates in orientation of new personnel and performance evaluations of nursing staff. 6. Coordinates nursing care of patients when scheduled for therapy or procedures by other departments. 7. Participates actively in the improvement of nursing care. Participates in data collection for Performance Improvement Indicators as directed and contributes to the Outpatient's compliance with JCAHO standards and requirements. 8. Accountable for own conduct; promotes good working relationships among staff and other disciplines. Fosters good public relations for Outpatient/ER and BBAHC. |

9. Assumes responsibility for own personal continuing education and development needs, attends meetings, in-services, and conventions to enrich personal knowledge, growth and skill in providing clinical care of patients.
10. Maintains the standard of nursing care and implements the policies and procedures of the hospital and Nursing Department.
11. Works with the Deputy Nurse Director, Clinical Director, and Performance Improvement Officer in the development and improvement of policies and procedures.
12. Assesses the patient's condition and nursing needs; sets goals; plans psychological, social and rehabilitative needs of the patient including discharge planning.
13. Reports pertinent observations and reactions regarding patients to the appropriate person and records these observations accurately and concisely.
14. Administers medications and performs treatments to assigned patients according to BBAHC's Medication Administration Policy.
15. Directs, supervises and evaluate nursing care provided to patients.
16. Assists providers with special tests and procedures.
17. Participates in economical utilization of supplies and ensures that equipment is maintained in a clean and safe manner.
18. Assists team members in giving care to patients, or administers direct care when professional skills and judgment are needed.
19. Establishes and maintains communication and utilized teaching opportunities with patients, family members and staff.
20. Assists with and institutes emergency measures for sudden adverse developments.
21. Participates in the maintenance of a clean and safe environment.
22. If chooses to become part of Medevac team, will competently perform as a Medevac escort, managing patient care, equipment, supplies and documentation in a concise, systematic and efficient manner.
23. Competently performs as the ER nurse providing emergency services.
24. Manages telephone triage of patients, families and Health Aides in a competent professional manner.
25. Enters and maintains patient data and other statistical or registry information as required by BBAHC, Outpatient, or state requirements.
26. Participates in and provides clinical care to patients through interview and observation, evaluation and assessment, intervention, planning and written documentation, all according to the established standards for the Outpatient, ER, BBAHC, and nursing practice.
27. Utilizes and reviews patient charts and records for the identification and the evaluation of clinical, social and logistical problems, thus improving the thoroughness and quality if care delivered.
28. Assures the provision of Outpatient and ER services and functions by assisting and acting as back-up to other Nursing staff as needed, sharing extra duties and overtime as assigned.
29. Acts as patient advocate by striving for respectful, thorough, continuous, and quality care, and adherence to the guidelines found in the Patient's Bill of Rights.
30. Maintains, participates in, and encourages active patient education programs,
31. Acts as a clinical resource person in assisting other BBAHC personnel in the assessment and implementation of patient and family care plans.
32. Triage all patients for basic vital signs, main complaints and purpose of visit and review charts for recent visits, chronic problems, recent and outstanding laboratory studies, and other information that would facilitate prompt and complete care.
33. Provide telephone triage for patients requesting information or advice, and assisting with and encouraging appointments when appropriate.
34. Work with medical providers to assure the smooth flow of patients

through examination rooms, laboratory and x-ray testing, pharmacy, medical records and any other activities involved in the outpatient visit. This would include assistance in arranging referrals and follow-ups, location of test results, the placing of phone calls and the handling of clinical patient care correspondence as needed.

35. Provide post care evaluation and patient education before discharge of patients as indicated.

36. Participates in training Clinical Assistants and document procedure/test proficiency.

37. Work with Central Supply to assure that the Outpatient and examination rooms are supplied with the necessary equipment and supplies to facilitate their smooth operation.